SACRAMENTO CITY UNIFIED SCHOOL DISTRICT

2021-2022 STUDENT SUICIDE RISK ASSESSMENT PROCEDURES

Always take signs of suicidal feelings, thoughts, behaviors, or plans very seriously. Potential signs may include verbal statements, written content, artistic expressions, social media postings, etc.

The following procedures are to be followed whether student/school staff are in-person at school or participating in distance learning (See also 2021-22 Suicide Risk Assessment Business Process):

Role of all district staff (including all district contracted partners)

1. Any staff who are concerned that a student is showing warning signs of potential suicide risk or self-injury must immediately contact the school administrator or designee. If suicide risk is urgent and immediate (i.e. student has indicated immediate plan for suicide /self-injury or recently attempted self-harm or suicide), call 911 and provide current location of the student.

    a. If the student is exhibiting imminent danger to self or others, the student should be immediately transported to a hospital or mental health treatment center by parent/caregiver, and if not available by local law enforcement (request the "Mobile Crisis Response Team" if available).

    b. If this concern is after hours and the school administrator is not available - staff must provide crisis hotline numbers to the student and contact the parent/guardian. If a safe adult cannot be reached, call Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check. Crisis Resources include:

    - Crisis Text Line: Text "HOME" to 741-741
    - Suicide Prevention Lifeline: 1-800-273-8255 (TALK)
    - The Source Sacramento: Call/Text 1-916-787-7678 (Support for youth/caregivers 24/7)
    - Sacramento PD Non-Emergency: 916-264-5471 & Sheriff's Dept: 916-874-5115. Indicate it is a mental health crisis and requesting *Mobile Crisis Response Team*.

    c. If this concern is during the Expanded Learning Program and after 5:00 PM, Expanded Learning Program staff will contact their assigned SCUSD Area Specialist.

    - The Area Specialist will identify the SCUSD mental health professional who will conduct the suicide risk assessment.

2. If the student is in-person at school, staff must keep student under **constant** adult supervision until suicide risk assessment has been completed. Staff will not release a student

exhibiting potential suicide risk without a suicide risk assessment and/or consultation with a trained district employed mental health professional.

3. The school administrator or designee shall immediately contact a district employed mental health professional (i.e. school counselor, nurse, psychologist, social worker, or mental health specialist) that is certified in SCUSD-approved suicide assessment tools and is assigned to the school site. Only district employed mental health professionals trained in the district approved suicide risk assessment tool can complete a suicide risk assessment.

4. If no certified professional is available at the school site**,** the principal or designee will contact the Student Support & Health Services Staff **(in the order listed below)** to identify someone to complete the assessment. **CALL/TEXT ONLY - DO NOT EMAIL:**

- Daniel Cisneros, **Connect Center/Student Support & Health Services**: 916.826.4174
- Theresa Tavianini, **Connect Center/Student Support & Health Services**: 916.826.3923
- Jacqueline Rodriguez, **Student Support & Health Services**: 916.752.3353
- Victoria Flores, **Student Support & Health Services**: 916.752.3643

5. In the event that a parent/guardian/adult caregiver wants to remove the student prior to completion of an assessment, or if the parent/guardian/adult caregiver refuses to take the student for necessary follow-up care at an emergency room or mental health treatment center, staff must report the removal/refusal to the school administrator or designee and assess whether mandated reporting requirements require a referral to child protective services and/or law enforcement.

6. Staff will maintain confidentiality of the student as appropriate prior to, during, and after suicide risk assessment process. Information regarding student mental health shall only be shared as is necessary for the safety of the student (i.e. school administrator, district mental health professional, parent/guardian). Do not share with staff where it is not in the best interest of the student or relevant.

Role of SCUSD Mental Health Professional (MHP)

1. Upon notification that a student was identified as being at risk of suicide as described above, district employed mental health professionals must complete and document all parts of a suicide risk assessment, which include:

- Administration of the district approved suicide risk assessment tool;
- Safety Plan;
- Disposition Summary;
- Document actions taken per assigned department's policies and procedures.

2. If the MHP is not able to conduct the assessment with the student in person due to

independent study, assessment is to be completed remotely (phone or video). Use contact information provided by the referring party. If none was provided, use contact information in Infinite Campus following the emergency priority listing.

- Sample introduction when calling a parent/guardian - "I am (state role) and am calling regarding a safety concern about (insert student name)."
- Use age or developmental level appropriate language in speaking to the student.
- Speak with the student/parent and gain access to speak privately with the student to conduct the assessment individually with the student. In the event that a parent/guardian prevents the completion of an assessment, contact Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check.

3. Once the assessment is completed, the MHP will speak with the parent/guardian and student to develop a plan to ensure the student's safety. Both the student and parent/guardian will at a minimum be provided with the following information:

- Suicide Prevention Lifeline: (800) 273-8255(TALK)
- The Source Sacramento: Call/Text 1-916-787-7678 (Support for youth/caregivers 24/7)
- Crisis Text Line: Text "HOME" to 741-741
- Mental Health Urgent Care Clinic: (916) 520-2460; 2130 Stockton Blvd, Ste 300
- Sacramento County Behavioral Health ACCESS team: 1-916-875-1055

4. In the event immediate contact cannot be made with a student or parent/guardian, a minimum of 3 attempts should be made to reach the student or parent/guardian, or other Primary contacts listed in Infinite Campus. If not successful in contacting anyone by 30 minutes before the end of the work day, or earlier if the severity of the concern warrants, the mental health professional will contact Law Enforcement and request the Mobile Crisis Response Team complete a Welfare Check.

5. In the event that a parent/guardian refuses to take the student for necessary follow-up care at an emergency room or mental health treatment center, staff must report the refusal to the school administrator or designee and determine whether mandated reporting requirements require a referral to child protective services and/or law enforcement.

6. No disclosure shall be made to the student's parent/guardian/caregiver when there is reasonable cause to believe that the disclosure would result in a clear and present danger to the health, safety, or welfare of the student. In the case of no disclosure to parent/guardian, staff should consult with another certified district employed mental health professional, and must report safety/welfare concerns to child protective services and/or law enforcement. Documentation of this decision should be made on the suicide risk assessment disposition summary as well as follow MHP department documentation procedures.

7. If the student is assessed to be at imminent risk of suicide or self-injury, the mental health professional will attempt to remain in tele-contact with the student until an adult is present to assist with obtaining emergency mental health care for further assessment (e.g. parent/guardian will accompany student to ER/Mental Health Urgent Care Clinic, or call 911). If at this time, parent/guardian refuses to obtain further assessment, refer to Step #5.

8. After completion of the risk assessment and it is determined that risk is present but not imminent, the mental health professional should discuss and develop a safety plan with the student. If assessment is conducted virtually and based upon the developmental and language capacity of the student, they will be asked to write a safety plan out in their current location and show the final document on the screen and/or send a photo of the plan after safety planning has been conducted. MHP will simultaneously fill out the Safety Plan form to document the agreed upon procedure.

9. For all students assessed for risk of suicide or self-injury, regardless of identified risk level, the MPH should inform the student's parent/guardian of the outcome of the assessment and safety plan for the student, when necessary (e.g. sent to County Intake Stabilization Unit, to ER, connected to therapist, and/or completed a safety plan, etc.)

10. Following completion of the assessment, safety plan, and disposition summary, send all completed paperwork to Susan Lee in Student Support & Health Services via email at susan-ann-lee@scusd.edu (put "CONFIDENTIAL" in the subject line) or intra-district mail to SSHS / Box 708.

11. Document in Infinite Campus under Counseling - General - Contact Log - in "details section write "Assessment #4"